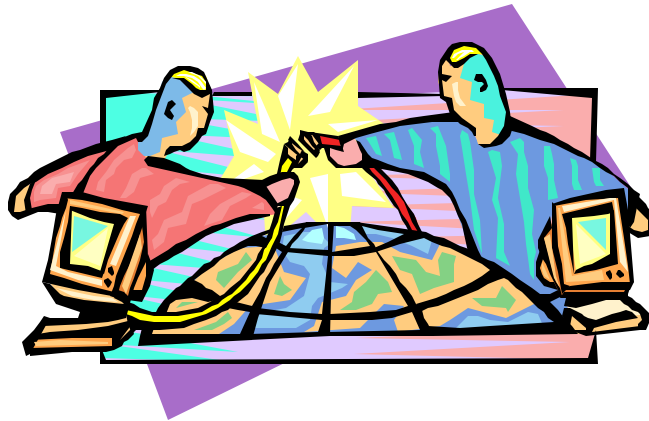


ELECTRONIC CASE FILING CM/ECF



User's Manual

Southern District of Alabama
(Revised March 2003)

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Electronic Case Files System User's Manual

(Last revision: March 2003)

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

Help Desk

Contact the Court's Help Desk between the hours of 8:00 A.M. and 5:00 P. M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk – Mobile & Selma 1-800-622-9392

OR

**E-mail: efile_information@alsd.uscourts.gov
 efile_support@alsd.uscourts.gov**

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95 or Macintosh
- An Internet provider using Point to Point Protocol (PPP)
- Netscape Navigator software version 4.5, 4.7 or 4.76 and Internet Explorer 5.5.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF).
- A scanner to transmit documents that are not in your word processing system. **Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.**

* Due to security, a session can only be established using Netscape Navigator 4.5, 4.7 or 4.76 and Internet Explorer 5.5. **DO NOT USE** America On-Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5. Use more current versions of Netscape and IE at your own risk.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Participants will need to register with the courts to receive a login and password for the CM/ECF system. Registration forms can be obtained on our web site at <http://www.als.uscourts.gov> or by calling the court.

Completed registration forms should be mailed to:

United States District Court
Southern District of Alabama
Attn: ECF Attorney Registration
113 St. Joseph Street
Mobile, AL 36602

Or faxed to: 251-694-4673

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by regular, first-class mail.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.alsd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database.

Preparation

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

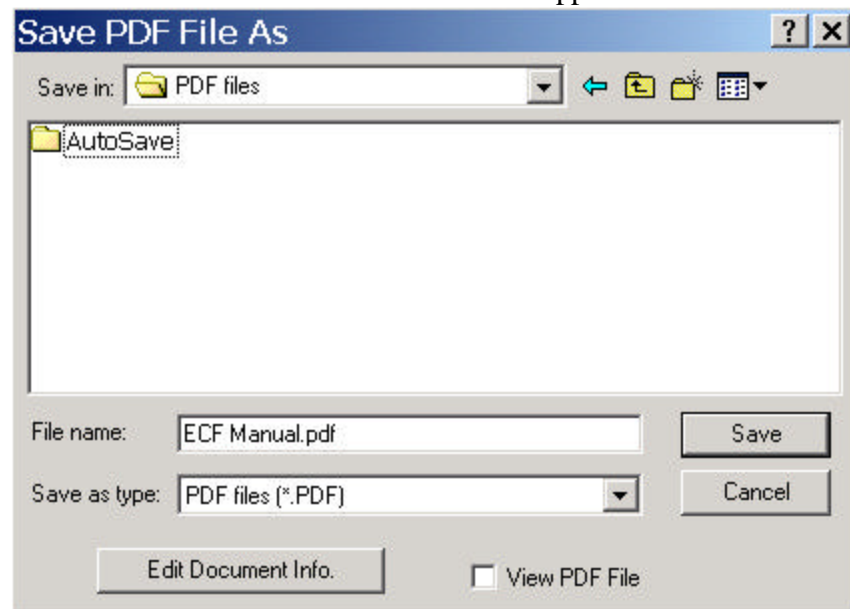
- Start the Adobe Acrobat program.
- Go to the ***File*** menu and choose ***Open***.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

Using any word processing program:

- Install Acrobat Writer or FinePrint pdfFactory on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter, FinePrint pdfFactory, or Publish to PDF** from within your word processing software.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

**You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your*

computer to see these choices listed.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone:

Toll Free Help Desk - Mobile

1-800-622-9392

as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk (see p. 2) as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.als.uscourts.gov>, when the court's web page opens, click on the **CM/ECF - Electronic Case Filing** hyperlink.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

How to Access the System

Users can get into the system via the Internet by going to

<https://ecf.als.uscourts.gov>

Or, you may go to the Southern District of Alabama's Web site at www.als.uscourts.gov and click on the **CM/ECF - Electronic Case Filing** hyperlink.

Click on **Southern District of Alabama-E-Filing System** to open the login screen and login to ECF.

Users can access the **Training Database** by going to

<https://ecf-train.als.uscourts.gov>

Logging In

The next screen is the login screen.


Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. Beginning July 2002 you will be charged a fee to view ECF case dockets and documents.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

\$ If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect

\$ Click on the **[Back]**  button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (see p. 2) as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil**- Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal**- Select Criminal to electronically file all criminal case pleadings, motions, and
- Query**- Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.

-
- Reports-** Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities-** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout-** Allows you to exit from ECF and prevents further filing with your password until the next time you log in.




Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

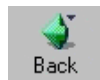
General Rules and Manipulations

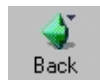
Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:



Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., “s/Jane Doe.”

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

Documents requiring signatures of more than one party shall be filed either by submitting a scanned document containing all necessary signatures; by representing the consent of the other parties on the document; or by filing the document identifying the parties whose signatures are required and by the submission of a notice of endorsement by the

other parties no later than three business days after filing. **Please see FORM F in the forms section of the Administrative Procedures for a sample Notice of Endorsement.** The filing party or attorney shall retain the hardcopy of the document containing the original signatures for two (2) years after final resolution of the action, including final disposition of all appeals.

Filing a Civil Complaint

The Court will accept complaints sent by e-mail, sent by U. S. Mail, or delivered in person to the Clerk's office. If you e-mail your complaint, it must be in PDF format and sent to one of the following addresses:

efile_newcases@alsd.uscourts.gov

Present the Clerk's office with a Civil Cover Sheet (JS-44c) and the complaint which lists the case party information and a check, money order or credit card in the amount of \$150.00, OR e-mail the civil cover sheet, complaint and pay the filing fee over the phone by credit card.

A complaint received by the Clerk's Office before 2 p.m. will be filed and placed on the System that day; a complaint received after 2 p.m. will be considered filed that day, but will be uploaded to the System no later than 4:45 p.m. on the next regular business day.

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF
- 8) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Ut. Below the navigation bar is the title "Motions". The main content area has a "Case Number" label above a text input field containing "0-101". To the right of the input field is a yellow tooltip box containing the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.

- When the case number is correct, click on **Next**.

3. Designate the party(s) filing the document

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and R. Below the navigation bar is the title "Motions". The main content area shows the case number "8:00-cv-00101 Solich v. Stoops" in blue text. Below this is a blue instruction: "If the name of the filer does not appear below click on Add/Create New Party." The main content area has a "Select the Party:" label above a list box containing "Frank Solich [Plaintiff]" and "Bob Stoops [Defendant]". To the right of the list box is a blue link "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear".

all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group

After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

 No ☐ Yes'. At the bottom are 'Next' and 'Clear' buttons."/>

ECF Civil • Criminal • Query •

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

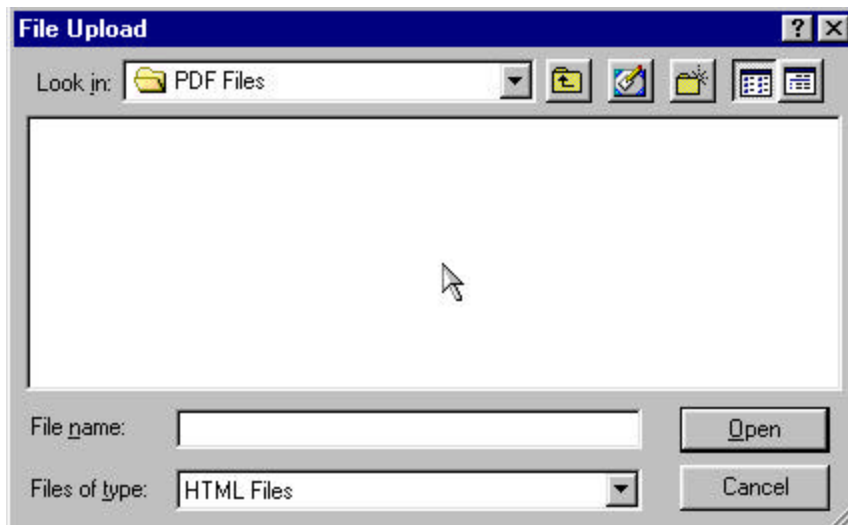
Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

- Click on the **[Browse]** button. ECF opens the following screen.



- Change the **Files of type** from:

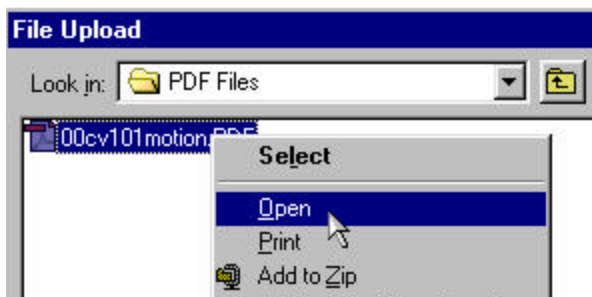


to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the title "Motions" is displayed. A link for "8:00-cv-00101 Solich v. Stoops" is visible. The main area contains instructions to select a PDF document, with an example path: C:\199cv501-21.pdf. A "Filename" label is followed by a text input field containing "C:\My Documents\PDF Files\00cv101mo" and a "Browse..." button. Below this, the "Attachments to Document:" section has radio buttons for "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, **“Modifying Docket Text,”** to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, **“Adding Attachments to Documents Being Filed”**.

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

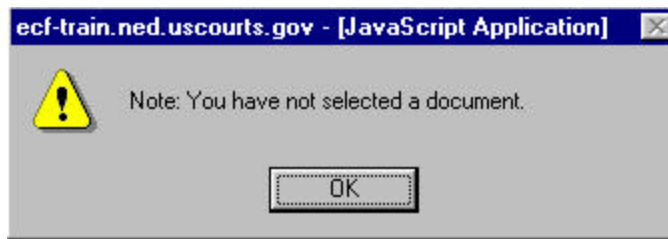
The screenshot shows the ECF Motions interface with an error message. The header includes the ECF logo and navigation links for Civil, Query, Reports, and Utilities. The title "Motions" is displayed. A link for "1-01-04011-PLF DE'MITRIA RICE et al v. ARLENE ACKERMAN et al" is visible. Below this, a red oval highlights an error message: "ERROR: Document is not a well-formed PDF document (no further information is available)." A red oval also highlights the "Back" button at the bottom left. An arrow points from the "Back" button to the error message.

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message

depicted below.



- If you click [OK] from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

A screenshot of the ECF (Electronic Case Filing) interface. The top navigation bar is blue with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main heading is "Motions" for case "8:00-cv-00101 Solich v. Stoops". Below this, instructions are provided: "Select one or more attachments." followed by "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." There is a "Filename" label and an input field with a "Browse..." button. Instruction "2) At your option, select a document type and/or enter a description." is followed by a "Type" dropdown menu and a "Description" text field. Instruction "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." is followed by a list box, an "Add to List" button, a "Remove from List" button, and a "Next" button.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

6. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction

First
 Second
 Third
 Fourth
 Fifth
 Sixth
 Seventh
 Eighth
 Ninth
 Tenth
 Amended
 Consent
 Counter
 Cross
 Emergency
 Endorsed
 Ex Parte
 Final
 Interim

Click in the open text area to type additional text for the description of the pleading.

ECF Civil • Criminal • Query • Reports • Utilities •


Motions

[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction on behalf of Plaintiff Frank Solich (attorney2,)

7. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the Netscape toolbar to find the screen you wish to alter.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this, the page is titled "Motions" with a link to "8:00-cv-00101 Solich v. Stoops". A section labeled "Docket Text: Final Text" contains a yellow-highlighted entry: "Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)". Below this, a red warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom of the warning are two buttons: "Next" and "Clear".

- Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

ECF Civil * Criminal * Query * Reports * Utilities * Logout ?

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

Case Name: Solich v. Stoops
Case Number: [8:00-cv-00101](#)
Document Number: [2](#)

Docket Text:
Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:/WINDOWS/Desktop/CoFC.pdf
Electronic document Stamp:
[STAMP doccfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabca55e74eceb929b886c8e0cc5a56a41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5c6b9c880645d]]

8:00-cv-00101 Notice will be electronically mailed to:

8:00-cv-00101 Notice will not be electronically mailed to:

Bobby Donnell
DONNELL, YOUNG LAW FIRM
72 Beacon Street
Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Criminal Events Feature

Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Verify that the case number and caption are correct.
- 5) Designate the party(s) filing the document;
- 6) Specify the PDF file name and location for the document to be filed.
- 7) Add attachments, if any, to the document being filed.
- 8) Modify docket text as necessary
- 9) Submit the pleading to ECF
- 10) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Suppress** and click on [Next].

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on [Next].

The screenshot shows the ECF Motions interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header is a section titled "Motions". The main area contains a "Case Number" label above a text input field. The input field contains "02-100". To the right of the input field is a yellow tooltip box containing the text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

Note: if the case number you are working on is 8:00cr101, you could enter the case number in any of the following formats:

02-100

02cr100

8:02-cr-100

8-02-cr-100

8:02cr100

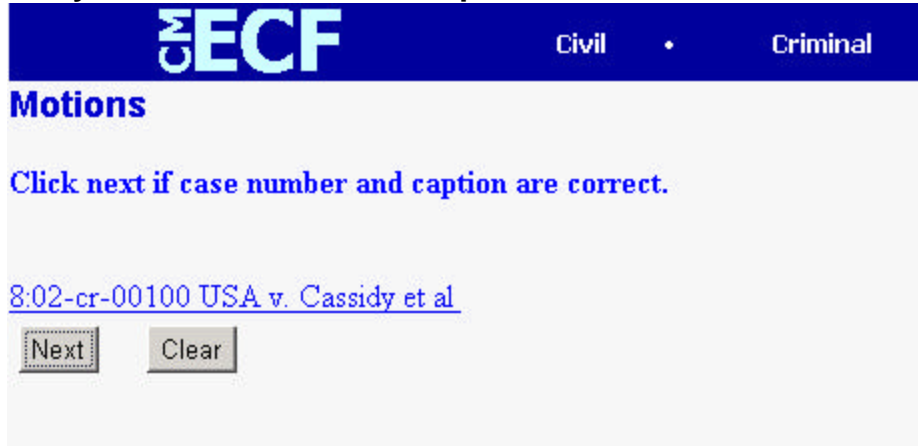
- If the number is entered incorrectly, click [Clear] to re-enter. If the computer prompts that you entered an invalid case number, click on [Back] to re-enter.
- When the case number is correct, click on [Next]

3. Designate the defendant(s) that the filing relates to.

The screenshot shows the ECF Motions interface. At the top is a blue header with the ECF logo and navigation links for Civil and Criminal. Below the header is a section titled "Motions". The main area contains a section titled "Select defendants". Below this title are three checkboxes with corresponding labels: "8-02-cr-100-1 - Butch Cassidy", "8-02-cr-100-2 - Sundance Kid", and "All defendants". The "All defendants" checkbox is checked. Below the checkboxes are two buttons: "Next" and "Clear".

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **[Next]**.

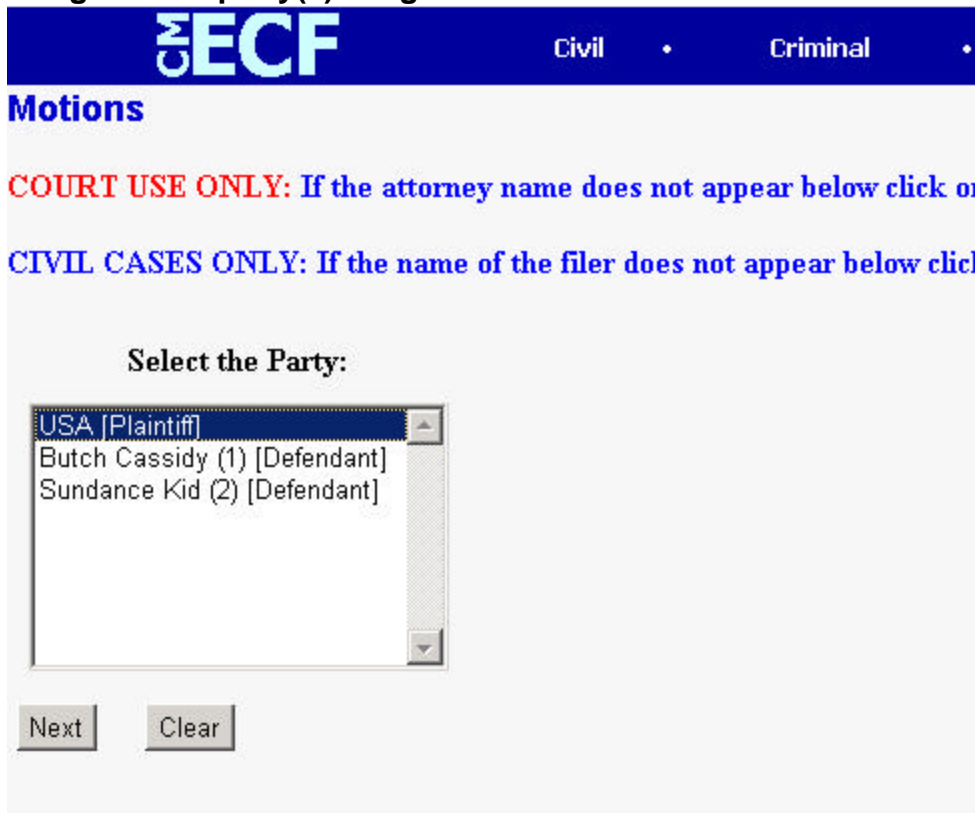
4. Verify the case number and caption are correct.



The screenshot shows the ECF Motions interface. At the top is a blue header with the ECF logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. A blue instruction reads: "Click next if case number and caption are correct." Below this, the case number "8:02-cr-00100" and caption "USA v. Cassidy et al" are shown in blue text. At the bottom are two buttons: "Next" and "Clear".

Click 

5. Designate the party(s) filing the document



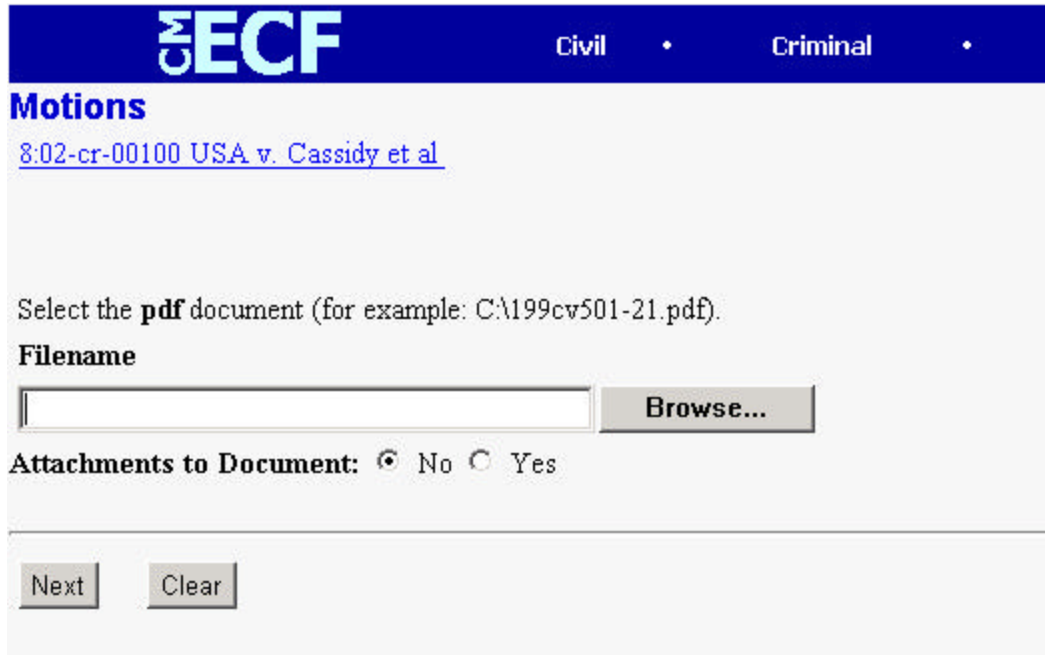
The screenshot shows the ECF Motions interface for designating the party. The header and "Motions" section are the same as in the previous screenshot. Below the instruction "Click next if case number and caption are correct.", there are two lines of text: "COURT USE ONLY: If the attorney name does not appear below click on" and "CIVIL CASES ONLY: If the name of the filer does not appear below click on". Below this is a section titled "Select the Party:" containing a dropdown menu. The dropdown menu is open, showing three options: "USA (Plaintiff)", "Butch Cassidy (1) [Defendant]", and "Sundance Kid (2) [Defendant]". At the bottom are "Next" and "Clear" buttons.

Highlight the name of the party or parties filing the motion. Click on the **[Next]** button.

6. Specify the PDF file name and location for the document to be filed.

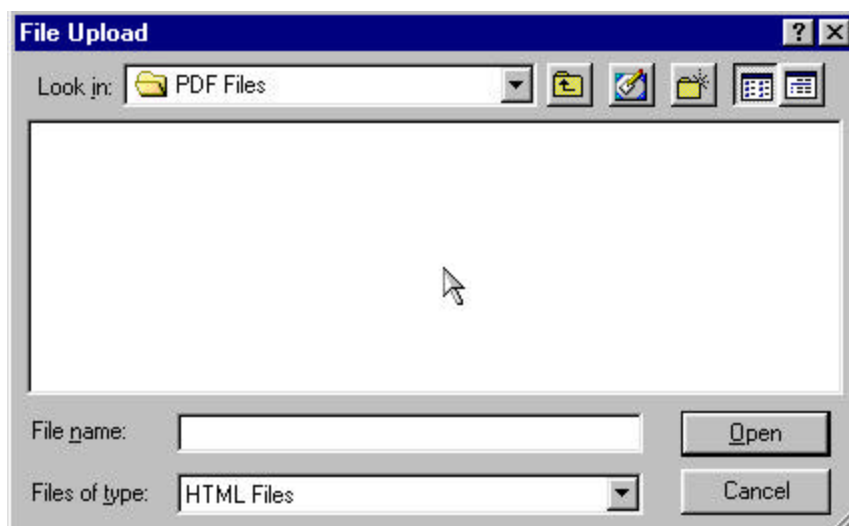
ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. Underneath, a link "8:02-cr-00100 USA v. Cassidy et al" is shown. The main area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label and a text input field. To the right of the input field is a "Browse..." button. Below this, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

- Click on the **[Browse]** button. ECF opens the following screen.



The screenshot shows a standard Windows "File Upload" dialog box. The title bar reads "File Upload". The "Look in:" dropdown menu is set to "PDF Files". Below the dropdown is a large empty area for file preview. At the bottom, there is a "File name:" text input field, a "Files of type:" dropdown menu set to "HTML Files", and "Open" and "Cancel" buttons.

- Change the **Files of type** from:

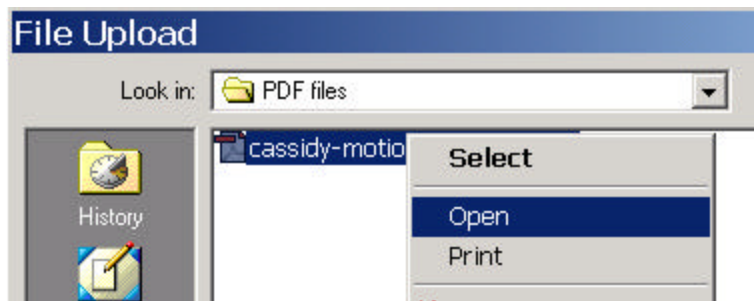
Files of type: HTML Files

to:

Files of type: All Files (*.*)

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

ECF Civil • Criminal • Query

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

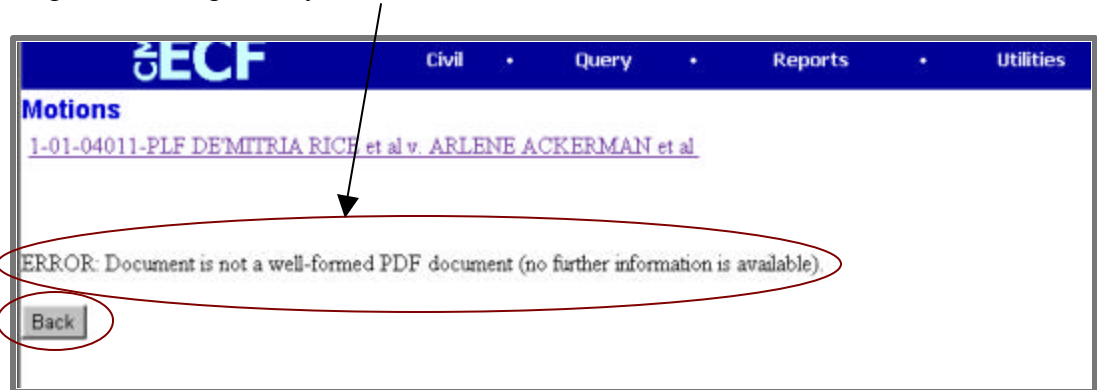
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text**,” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

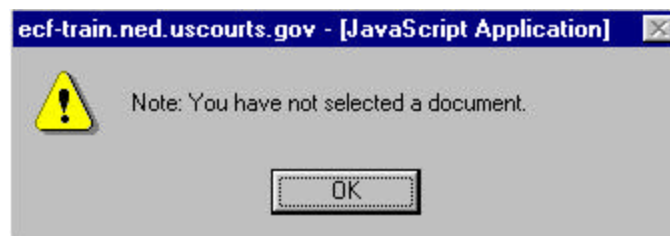
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. Present the entire pleading

with attachments to the clerk's office for handling.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

8. Modify docket text

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Amended
Ex Parte
Final
Interim
Joint
Supplemental

Click in the open text area to type additional text for the description of the pleading.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

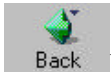
[8:02-cr-00100 USA v. Cassidy et al](#)

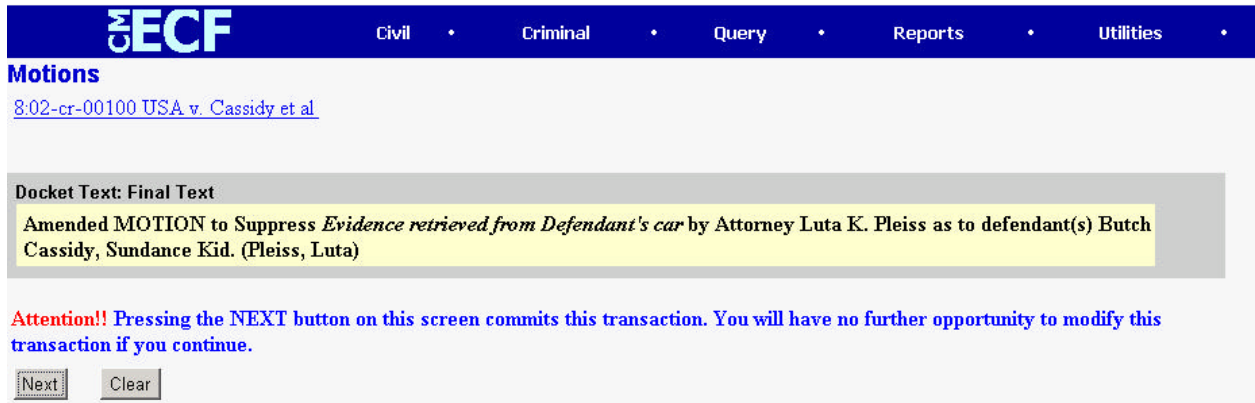
Docket Text: Modify as Appropriate.

MOTION to Suppress by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

9. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the Netscape toolbar to find the screen you wish to alter.



- Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

10. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

ECF Civil * Criminal * Query * Reports * Utilities * Logout ?

Motions
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

Case Name: Solich v. Stoops
Case Number: [8:00-cv-00101](#)
Document Number: [2](#)

Docket Text:
Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:/WINDOWS/Desktop/CoFC.pdf
Electronic document Stamp:
[STAMP doccfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabca55e74eceb929b886c8e0cc5a56a41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5c6b9c880645a]]

8:00-cv-00101 Notice will be electronically mailed to:

8:00-cv-00101 Notice will not be electronically mailed to:

Bobby Donnell
DONNELL, YOUNG LAW FIRM
72 Beacon Street
Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear.



You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**.

ECF displays the following screen.

The screenshot shows the ECF Party Information form. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. Below the header, the title "Party Information 2/9/2002" is displayed. The form contains various input fields for personal and contact information, including Last name, First name, Middle name, Generation, Title, SSN, Tax ID, Role, Pro se, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, Party text, and Start date. The "Last name" field is pre-filled with "Smith", and the "SSN" field is pre-filled with "222-11-1234". The "Role" dropdown menu is set to "Defendant (dft:pty)". At the bottom of the form are three buttons: Submit, Cancel, and Clear.

Last name		Smith	First name		
Middle name			Generation		
Title			SSN		222-11-1234
Tax ID			Role		Defendant (dft:pty)
Pro se		no	Office		
Address 1			Address 2		
Address 3			City		
State			Zip		
Country			County		
Phone			Fax		
E-mail			Party text		
Start date		2/9/2002	Submit		Cancel
			Clear		

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.
- For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.
- Leave all other fields blank.

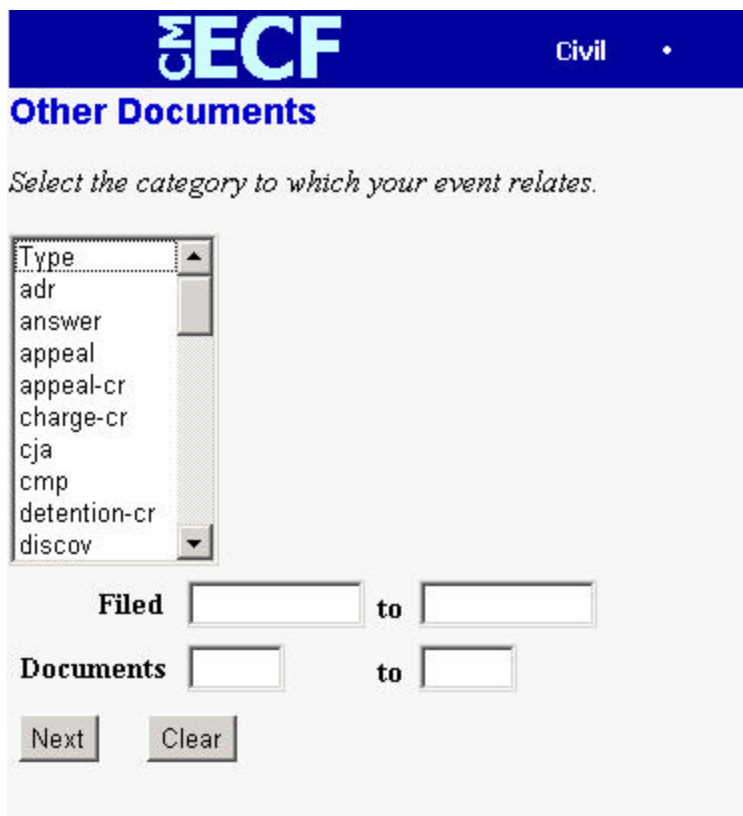
Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and the word "Civil". Below the header, the title "Other Documents" is displayed. A checkbox labeled "Refer to existing event(s)?" is checked. Below the checkbox are two buttons: "Next" and "Clear".

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click [Next].



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and the word "Civil". Below the header, the title "Other Documents" is displayed. A text prompt reads "Select the category to which your event relates." Below this is a list box labeled "Type" containing the following items: adr, answer, appeal, appeal-cr, charge-cr, cja, cmp, detention-cr, and discov. Below the list box are two rows of input fields. The first row is labeled "Filed" and the second row is labeled "Documents". Each row has two input fields separated by the word "to". Below these fields are two buttons: "Next" and "Clear".

This screen requires that you filter the list of documents in the case by the type of document that you want to link to. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would

choose the type “Oth_Doc” because Brief appears in the “Other Documents” section of the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click [Next] you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.

ECF Civil • Criminal • Query • R

Other Documents

Select the appropriate event(s) to which your event relates:

☒ 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

☐ 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

Click the checkbox for the document you wish to link to and click [Next].

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF.

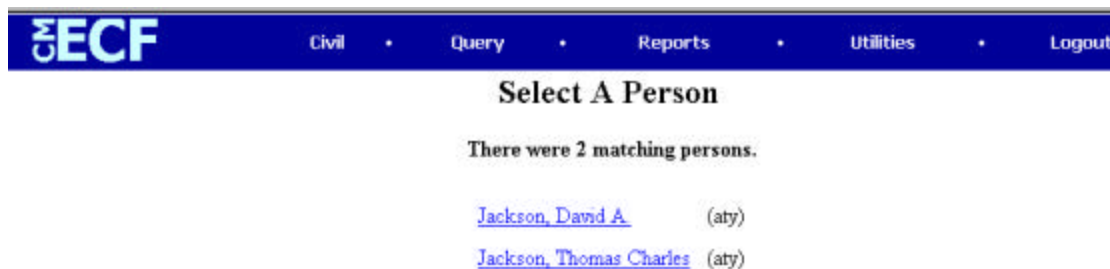
After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

A screenshot of the ECF 'Query' screen. At the top is a dark blue header with the 'ECF' logo and a menu: 'Civil • Criminal • Query • Reports • Utilities • Logout'. The 'Query' option is highlighted. Below the header, the word 'Query' is written in large blue letters. The main area has a light yellow background and is titled 'Search Clues'. It contains several search fields: 'Case Number' with the value '00-101' and a note '(Examples: 99-500, 1:99cv500)'; 'Def Number' with an empty box; 'Filed Date' and 'Last Entry Date' each with two empty boxes separated by 'to'; 'Nature of Suit' with a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'; 'Last Name' with an empty box and a note '(Examples: Desoto, Des*t)'; 'First Name' and 'Middle Name' each with an empty box; and 'Type' with a dropdown menu. At the bottom are two buttons: 'Run Query' and 'Clear'.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will

open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

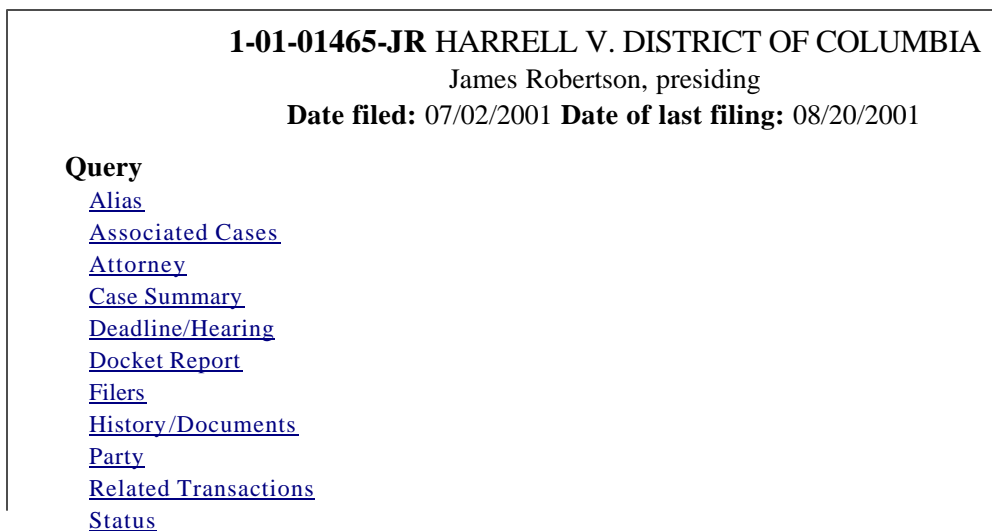
Figure A



After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

Figure B



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA

James Robertson, presiding

Date filed: 07/02/2001 **Date of last filing:** 08/20/2001


Case Summary



Office:	Mobile, AL	Filed:	07/02/2001
Jury Demand:	Both	Demand:	
Nature of Suit:	442	Jurisdiction:	Federal Question
Cause:	28:1983 Civil Rights	Disposition:	
County:		Terminated:	
Origin:	1	Reopened:	
Lead Case:	None		
Related Case(s):	None		
Flags:	JURY, TYPE-H		
Party 1:	WAYNE HARRELL (pla)	Phone:	(202) 789-6064
Party 2:	DISTRICT OF COLUMBIA (DFT)	Fax:	(202) 789-6190
Atty: Ruth Ann Lowery	Represents Party 1: pla	E-mail:	rlowery@bdlaw.com
Atty: David A. Jackson	Represents Party 2: dft	Phone:	(202) 724-6618


Deadlines/Hearings

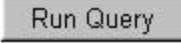

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the [Deadline/Hearings](#) screen depicted on the next page.

Deadlines/Hearings

Sort by 



Document Number

Deadline/Hearing

Filed

Due/Set

Satisfied

Terminated

Order for the conference or hearing.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA

James Robertson, presiding

Date filed: 07/02/2001 **Date of last filing:** 08/20/2001


Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	Answer due <i>from DC</i>	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

 Civil • Criminal

Docket Sheet

Case number

☒ Filed to

☐ Entered to

Documents to

☒ Include terminated parties
☐ Include links to Notice of Electronic Filing
☒ Include Caption

Sort by ▼

You may select a date range for your docketing report as well as a range of docketing numbers. If

you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column of Figure 23B are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 24. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Figure 24

The screenshot shows the ECF web interface for the 'History/Documents' section. The top navigation bar includes 'Civil', 'Query', 'Reports', and 'Utilities'. The main content area has the title 'History/Documents'. Below the title, there are three radio button options: 'All events (history)' (selected), 'Only events with documents', and 'Display docket text' (checked). A 'Sort by' dropdown menu is open, showing three options: 'Most recent date first' (selected), 'Oldest date first', and 'Most recent date first'. At the bottom, there are two buttons: 'Run Query' and 'Clear'.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 24A depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

Figure 24A

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA James Robertson, presiding Date filed: 07/02/2001 Date of last filing: 08/20/2001					
History					
Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
6	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc miscmtl	34
Docket Text: MEET AND CONFER STATEMENT (Lowery, Ruth)					
7	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
Docket Text: SCHEDULING ORDER. Final pretrial conference set for 6/27/2002 at 4:30 PM, jury trial set for 7/8/2002 at 9:30 AM, status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
7	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
Docket Text: SCHEDULING ORDER. Final pretrial conference set for 6/27/2002 at 4:30 PM, jury trial set for 7/8/2002 at 9:30 AM, status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
Docket Text: Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp,)					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp,)					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 25.

Figure 25

ECF Civil • Query • **Reports** •

Reports
[Calendar Events](#)
[Cases Filed](#)
[Docket Sheet](#)

If you select Cases Filed or Docket Sheet from the screen depicted in Figure 25, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 25 and ECF opens the **PACER** login screen. Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

The screenshot shows the ECF Docket Sheet query window. At the top is a blue header with the ECF logo on the left, and 'Civil' and 'Criminal' tabs on the right. Below the header, the title 'Docket Sheet' is displayed in blue. The form contains several input fields and checkboxes. The 'Case number' field is pre-filled with '99-700'. There are radio buttons for 'Filed' (selected) and 'Entered', each followed by a date range field. Below these are checkboxes for 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include Caption' (checked). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are two buttons: 'Run Report' and 'Clear'.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 29). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Civil Cases Report

Office: 4 Lincoln, 7 North Platte
Case type: Civil, Miscellaneous
Nature of suit: 0 (2810), 110 (Insurance)
Case flags: 2255MOTION, ACFORM
Cause: 0 (No cause code entered), 02.0431 (02.431 Fed. Election...)
Filed: 9/23/2002 to 10/23/2002
Terminal digit(s): 2, 4-7
☒ Open cases
☐ Closed cases
Sort by: Case Number
Run Report Clear

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

Civil Cases Report				
Version 1 -- U.S. District Court of Nebraska				
Filed Report Period: 09/23/2002 - 10/23/2002				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
4:02-cv-03257 Anderson et al v. Gale	Filed: 09/23/2002		31	Cause: 28:1343 Violation of Civil Rights MOS: Civil Rights- Voting Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
4:02-cv-03258 Lujan v. Kenney	Filed: 09/23/2002		31	Cause: 28:2254 Petition for Writ of Habeas Corpus (State) MOS: Habeas Corpus (General) Office: 4 Lincoln Presider: Lyle E. Strom Referral: Kathleen A. Jaudemas Jury demand: None Case flags: HABEAS
4:02-cv-03259 USA v. Woolley	Filed: 09/23/2002		31	Cause: 26:7401 IRS: Tax Liability MOS: Taxes Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
4:02-cv-03260 Moore v. Lincoln	Filed: 09/24/2002		30	Cause: 42:2000e Job Discrimination (Employment) MOS: Civil Rights- Other Office: 4 Lincoln Presider: Warren K. Urbom Referral: David L. Piester Jury demand: Plaintiff

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.



Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

Maintain User Account

Last name	<input type="text" value="wes"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	crt
Office	<input type="text" value="Will E. Short"/>		
Address 1	<input type="text" value="Technical Writer"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text" value="Room 2301"/>		
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="(202) 354-3297"/>	Fax	<input type="text"/>
Bar Id		Bar status	
Initials	DOB	AO code	End date

Email information... More user information...

Submit Clear

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **YOU WILL BE RESPONSIBLE FOR CHANGING YOUR PHYSICAL ADDRESS WHEN NECESSARY.**

Clicking on the **[E-mail information]** button opens the following screen.

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

ECF will E-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted in Figure 31A, enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen (Figure 30).

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 32.

Figure 32

The screenshot shows a web interface titled "More User Information for wes". It contains the following fields and information:

- Login:** A text box containing "shortw".
- Password:** A text box containing a string of asterisks "*****".
- Prid:** A text box containing "2231".
- Registered:** A dropdown menu showing "Y".
- Groups:** A text box containing "Quality Control".
- Last login:** A text box containing "08-31-2001 11:03".
- Current login:** A text box containing "09-04-2001 11:03".
- Create date:** A text box containing "08/02/2001".
- Update date:** A text box containing "08/16/2001".

At the bottom of the form, there are two buttons: "Return to Account screen" and "Clear".

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 33 for a sample transaction log report.

Figure 33

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to theadlf. Signed by Judge sullivan connetti g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by <i>plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to <i>cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to <i>cease and desist the assignment of plaintiff to cafeteria monitor</i> by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 4 of this manual.

Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents at the District Court Clerk's office in accordance with the existing practices and procedures for conventional filing.